

Configuration Management (CM) Subgroup

Meeting #2 Minutes

Wednesday May 2, 2001 11:00-12:00

Room 4653 ROB3

Attendance:

Name	Present
Wanda Broadus	Present
Dan Callahan	Present
Nina Colon	
Bill Hughes	Present
Ron Langkamp	Present
Denise Merchant	
Mark Polanskas	
Cheryl Queen	
Mike Rockis	Present
Slawko Semaczuk	

Preparation For the Meeting:

Documentation for the meeting was sent electronically

Results of Meeting Goals:

Expected Future Meeting Pattern rescheduled for Meeting #3

Meeting Role Holders and their responsibilities:

Wanda Broadus identified as the CM Subgroup Lead

Expected Membership: Rescheduled for Meeting #3

Charter:

Simplify charter by eliminating operating details that will occur only when the successor organizations become operational

Provide additional editing to better order the sections, not exceed authority, and illuminate the temporary nature of the subgroup

Determined that the Lead in conjunction with ModPartner would further edit the charter and email it to members for comments prior to meeting #3

Software Configuration Management training material:

Sent by email to all members prior to meeting #2

Status of the Pilot Projects:

Identified the eCampus Based Services (CBS) POC for CM/CCG to be Dale Duncan and the Enterprise Architecture Integration (EAI) POC for CM/CCG to be Josh Stauffer

Enterprise Change Control discussion:

Postponed until Configuration Management (CM) Subgroup discussed

Topics for Meeting #3:

Configuration Management (CM) Subgroup charter (modifications attached to transmittal email)

Configuration / Change Control Repository training

Next Meeting TBD

Products from Meeting #1:

Configuration Management (CM) Subgroup Lead confirmed

Software Change Management orientation completed

Charter scope narrowed to exclude CM/CCG operations